

Pay Policy

EPAT

Believe Succeed Together

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1.0 Introduction

The Pay Policy sets out the framework for making decisions on employees' pay.

The main objectives of the policy are to:

- Ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and academy improvement plans.
- Support the recruitment and retention of high quality employees.
- Recognise and reward employees for their contribution to academy improvement.
- Ensure that pay decisions are made in a fair and transparent way.
- Ensure that budgetary funds are allocated appropriately.

2.0 Pay Ranges

The pay ranges for employees are included in the appendices.

3.0 Pay

3.1 Payroll Provider

The Trust uses ECC Payroll.

3.2 Pension

All regular salary payments and additional allowances/payments are pensionable.

NB: Full-time teachers in the Final Salary Pension Scheme cannot be members of the Teachers' Pension Scheme (TPS) for a second job (e.g. 1:1 tuition at another academy). They can, however, join the Local Government Pension Scheme (LGPS) for this secondary employment. This does not apply to members of the Career Average Scheme where all teaching work is pensionable under the Teachers' Pension Scheme.

The Trust will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust recognises that, were this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

3.3 Underpayments and Overpayments

Every effort will be made to make accurate salary (and other) payments on the due date, however, should an overpayment or underpayment occur, the Trust will seek to recover or refund the amount.

Employees are expected, and have a responsibility, to draw to the attention of the Trust, any overpayment or underpayment, as soon as possible.

In the case of overpayments, the employee will be notified of the full amount of the overpayment and agreement will be sought regarding a reasonable repayment schedule. In the absence of such an agreement, the Trust will determine a recovery schedule, usually through deductions not exceeding 5% of the employee's monthly gross pay.

Recovery of overpayments or a refund of underpayments will be pursued in the case of former employees.

3.4 Part-Time Staff

3.41 Teaching Staff

In accordance with STPCD, the 'pro rata principle' is applied i.e. the proportion of total remuneration¹ which corresponds to the number of hours that the teacher is employed in that capacity during the course of the academy's timetabled teaching week, as a proportion of the total number of hours in the academy's timetabled teaching week².

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

3.42 Support Staff

Refer to the pay ranges in the appendices. In the case of any other variations from what is stipulated, the 'pro rata principle' is applied i.e. the proportion of total remuneration which corresponds to the number of hours that the person is employed in that capacity during the course of the academy's working week (as determined by the role), as a proportion of the total number of hours in the academy's working week (as determined by the role).

¹Remuneration that would be payable to that person, if employed in the same post on a full-time basis.

²The aggregate period of time in the timetable during which pupils are normally taught.

3.5 Salary Safeguarding/Protection

The Trust will ensure appropriate salary protection/safeguarding for teachers in accordance with the STPCD and for support staff in accordance with the Redundancy and Reorganisation Procedure.

Employees in receipt of salary protection/safeguarding will be expected to undertake commensurate work.

3.6 Salary Sacrifice Schemes

The Trust operates a Salary Sacrifice Scheme in relation to Child Care Vouchers. Staff choosing to participate in the scheme will have their gross pay reduced according to the terms of the scheme, for the duration of their participation.

3.7 Performance Management and Performance-Related Pay

3.71 Budget

The amount of money allocated to implementing the Pay Policy will be determined during the compilation of the annual budget.

The Trust will endeavour to ensure that appropriate funding is allocated for performance-related pay progression but, if sufficient funds are not available, then no pay awards, at any level, will be made.

3.72 Pay Committee and Pay Appeals Committee

The Trust has established a Pay Appeals Committee which has fully delegated powers to review an appeal regarding an employee's pay progression – refer to Appendix G and H.

3.73 Pay Progression – All Staff

For all staff (excluding the CEO and Principal(s), who are assessed under different policies), Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (Staff).

Pay Progression³ is linked to an employee's PM Appraisal grade in the following way:

Grade 1: The employee will receive a minimum of a 3% increase and a maximum of a 5% increase.

Grade 2: The employee will receive a minimum of a 2% increase and a maximum of a 3% increase.

Grade 3 or Grade 4: The employee will receive a 1% increase.

Whether the maximum or minimum pay award is issued will be determined by the budgetary funds. If, for instance, a decision is taken to apply the minimum award, this will be applied at all levels.

Employees that have been absent for long periods e.g. through sickness or maternity leave, will be appraised in the same way as all employees and a decision made in line with the above. Where the employee has been absent for a significant period of their current PM Appraisal year, and received a pay increment during their last PM Appraisal cycle, it is unlikely that any pay award will be made.

Decisions regarding pay will be made in line with the following timescales:

Period	Activity
By 30 th September	PM Appraisal of all staff (excluding CEO and Principal(s))
By 31 st October	The Pay Committee convenes to review the Pay Recommendation Statement for each academy. The Pay Committee determines pay progression in line with section 3.73.
By 31 st December	PM Appraisal of CEO and Principal(s). The Pay Committee determines pay progression in line with section 3.73.

³For all staff, pay progression increments include a 1% inflationary rise that is applied to the scales in this policy. Staff who have reached the top of their pay scale, are not eligible for any further performance-related increment.

3.74 Pay Progression – Upper Pay Range (UPS)

Staff can apply to progress onto the UPS, or through the UPS, if they meet the following criteria:

- They have fully addressed all of the Teachers’ Standards.
- They have fully addressed all of the Threshold Standards.
- Their last three PM Appraisal grades are at least a grade 2.⁴

⁴Where an employee is not at the top of the Main Pay Range, their last three PM Appraisal grades must be a grade 1.

It is the responsibility of the employee to decide whether or not they wish to submit an application. The UPS is not an extension of the MPS and employees do not automatically move onto it or automatically move through it. To be eligible, the employee must meet the criteria above. In particular, they must be able to produce evidence (by 30th September) to support a case that they have fully addressed all of the Threshold Standards.⁵

⁵Where the UPS application is unsuccessful, the employee will still receive a 1% inflationary rise that is applied to the UPS scale.

3.75 Pay Progression – Assistant and Vice Principals

For Assistant and Vice Principals that have reached the top of the scale on the relevant Leadership Pay Range⁴, the Trust may decide to grant a time-limited (one year) discretionary⁵ pay award of between 1-3% of their annual salary, in line with the following PM Appraisal grades.

Grade 1: The Assistant or Vice Principal will receive a minimum of a 2% increase and a maximum of a 3% increase.

Grade 2: The Assistant or Vice Principal will receive a minimum of a 1% increase and a maximum of a 1.5% increase.

Grade 3 or Grade 4: The Assistant or Vice Principal will receive no performance-related increase.

3.76 Pay Progression – Principal

Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (Principal).

Pay Progression will be in line with section 3.73.

For Principals that have reached the top of the scale on the relevant Leadership Pay Range⁶, the Trust may decide to grant a time-limited (one year) discretionary⁷ pay award of up to 5% of their annual salary, in line with the following PM Appraisal grades.

Grade 1: The Principal will receive a minimum of a 3% increase and a maximum of a 5% increase.

Grade 2: The Principal will receive a minimum of a 2% increase and a maximum of a 3% increase.

Grade 3 or Grade 4: The Principal will receive no performance-related increase.

3.77 Pay Progression – CEO

Outside of the Performance Management (PM) Appraisal cycle, pay is determined by the following:

- The number of academies in the Trust.
- The nature and extent of the challenges in the academies in the Trust.

Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (CEO).

Pay Progression will be in line with section 3.73. For CEOs that have reached the top of the scale, the Trust may decide to grant a time-limited (one year) discretionary⁵ pay award up to 10% of their annual salary, in line with the following PM Appraisal grades.

Grade 1: The Principal will receive a minimum of a 7% increase and a maximum of a 10% increase.

Grade 2: The Principal will receive a minimum of a 3% increase and a maximum of a 5% increase.

Grade 3 or Grade 4: The Principal will receive no performance-related increase.

⁶The range calculated is that in accordance with STPCD (refer to appendices).

⁷Discretionary pay falls under the category of a 'bonus'. It is paid as a single sum and is non-pensionable.

Appendix A – Teachers

Main Pay Range (MPR)	
Minimum	£22,917
Maximum	£33,824
Upper Pay Range (UPR)	
Minimum	£35,927
Maximum	£38,633
Unqualified Teachers' Pay Range (UNQPR)	
Minimum	£16,626
Maximum	£26,294
Teaching and Learning Responsibility (TLR)⁸ Points	
TLR 1.20	£12,515
TLR 1.15	£10,888
TLR 1.10	£9,274
TLR 2.20	£6,512
TLR 2.15	£5,572
TLR 2.10	£3,922
TLR 2.05	£2,666
TLR 3.20	£2,629
TLR 3.15	£1,050
TLR 3.10	£528
Special Educational Needs Allowance (SENA)	
SEN1	£2,106
SEN2	£4,157

⁸TLR points are assigned to staff to undertake specific responsibilities; they are not performance-related and therefore subject only to inflationary rises. In the case of TLR 3, allowances will be paid for a fixed period in relation to a time-limited academy improvement task and/or externally driven project.

Appendix B – Leadership

Leading Practitioner	
Minimum	£39,374
Maximum ⁹	£59,857
Leadership range HT¹⁰ Group 2 (Assistant Principal)	
Minimum	£39,372
Maximum	£45,742
Leadership Range HT Group 2 (Vice Principal)	
Minimum	£46,797
Maximum	£52,929
Leadership Range HT Group 2 (Principal)	
Minimum	£55,599
Maximum	£64,414
Leadership Range HT Group 3 (Assistant Principal)	
Minimum	£42,398
Maximum	£49,197
Leadership Range HT Group 3 (Vice Principal)	
Minimum	£50,475
Minimum	£57,076
Leadership Range HT Group 3 (Principal)	
Minimum	£59,857
Maximum	£69,328
Leadership Range HT Group 4 (Assistant Principal)	
Minimum	£45,742
Maximum	£52,929
Leadership Range HT Group 4 (Vice Principal)	
Minimum	£54,248
Maximum	£61,338

⁹The maximum value will not exceed the minimum of the individual academy's Assistant Principal Range.

Leadership Range HT Group 4 (Principal)		
Minimum		£64,414
Maximum		£74,614
Leadership Range HT Group 5 (Assistant Principal)		
Minimum		£50,475
Maximum		£58,387
Leadership Range HT Group 5 (Vice Principal)		
Minimum		£59,857
Maximum		£69,329
Leadership Range HT Group 5 (Principal)		
Minimum		£72,810
Maximum		£82,293
Leadership Range HT Group 6 (Assistant Principal)		
Minimum		£54,248
Maximum		£62,860
Leadership Range HT Group 6 (Vice Principal)		
Minimum		£64,414
Maximum		£71,052
Leadership Range HT Group 6 (Principal)		
Minimum		£78,358
Maximum		£90,771
Leadership Range (CEO)		
Minimum		£106,050
Maximum		£176,750

¹⁰HT groups are calculated in accordance with section 5.0 – 7.0 of STPCD https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550286/STPCD_2016_guidance.pdf

Appendix C – Support Staff

Support Staff Pay Range		Full Time Salary (37.5hours/52 weeks)
Support Range 1	Minimum ¹¹	£13,748
	Maximum	£16,284
Support Range 2	Minimum	£16,353
	Maximum	£18,251
Support Range 3	Minimum	£16,305
	Maximum	£20,868
Support Range 4	Minimum	£19,430
	Maximum	£24,416
Support Range 5	Minimum	£20,069
	Maximum	£25,505
Support Range 6	Minimum	£25,923
	Maximum	£32,193
Support Range 7	Minimum	£32,611
	Maximum	£42,387
Support Range 8	Minimum	£42,420
	Maximum	£65,145

¹¹The minimum salary for employees aged 25 years and over will be the National Living Wage.

Appendix D – Casual Staff

Casual Staff Pay Range (CSPR)	
Role	Rate
Tutor	£20.00 per hour
Theatre Technician	£10.00 per hour
Invigilator	£7.50 per hour

Appendix E – Other Pay

Other Pay (OP)	
Role	Rate
Lunch Time Duty	£8.45 per hour
First Aid Allowance	£300 per year
Lead First Aider/Medicine Administrator	£2,000 per year
PAT Testing	£3,500 per year
Mentoring ¹²	£15.00 per hour
Paid Intervention	£25.00 per hour
Overtime for Support Staff	Time and a third ¹³

¹²Where an academy receives funding from an ITT provider, eligible staff who mentor trainees will be entitled to payment. In cases where an academy does not receive funding, payment will be at the discretion of the Principal and subject to sufficient funds being available.

¹³Pre-authorisation by a member of SLT is required. Payment will be based on employees hourly rate when daily hours exceed 7.5.

Appendix F – Pay Review Statement

Delegation of Function

The Trust shall delegate responsibility to the CEO¹⁴ in terms of producing a Pay Review Statement.

¹⁶The CEO does not have the delegated responsibility to determine his/her pay. Refer to section 3.77 of the pay Policy and section 3.3 of the Trust's Performance Management Appraisal Policy.

Function

The Trust Finance Officer will work with the CEO to produce the Pay Review Statement and, once signed off by the CEO, the pay awards will be communicated to employees by the Principal of the constituent academy or other delegated person.

Pay Review Statement

The Pay Review Statement will include the following:

- Anonymised data i.e. employees will not be identified.
- Employees' PM appraisal grades over the last 3 years.
- Employees' current salary (excluding on costs).
- Employees' current salary (including on costs).
- Employees' proposed % increase based on their PM appraisal.
- Employees' proposed amended salary following PM appraisal (excluding on costs).
- Employees' proposed amended salary following PM appraisal (including on costs).
- Comments section to qualify or clarify pay progression.
- Calculation of total cost vs. the allocated budget.

Pay Appeals

Employees have the right to appeal any decision regarding their pay progression.

Appendix G – Pay Appeals Process

Employees have the right to appeal any decision not to progress their pay.

An employee may make a formal appeal against a decision on pay, which must be submitted in writing within **10** working days of receipt of written notification of the decision regarding their pay.

The grounds of appeals are that the decision maker(s):

- Incorrectly applied the provisions of the STPCD or national/local terms and conditions.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence.
- Were biased.
- Otherwise unlawfully discriminated against the employee.

Appeals will be heard by the Pay Appeals Committee.

The case will be heard at a meeting, normally within **20** working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations, and to be accompanied by a work colleague or a member of a recognised Trade Union.

Any written submissions relevant to the appeal must be circulated to all parties at least **3** working days prior to the meeting.

The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the Pay Appeals Committee is final.

The CEO and/or Principal of the academy will attend, for the purposes of providing information and advice (except in the case of his/her own salary).

The role of the Pay Appeals Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

Appendix H – Pay Appeals Committee

Delegation of Function

The Trust shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Membership

The Pay Appeals Committee shall consist of Trustees, none of whom shall be employees or members of the Pay Committee.

The CEO will attend all proceedings of the Pay Committee for the purposes of providing information and advice. The Principal of an academy may also be asked to attend.

Quorum

Three Trustees.

Terms of Reference

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

Procedure

- Introductions and opening remarks.
- Employee and/or representative to present case (and call witnesses if appropriate).
- Pay Committee representative (CEO and/or Principal of the academy) to ask questions.
- Pay Appeals Committee to ask questions.
- Pay Committee representative to respond (and call witnesses if appropriate).
- Employee and/or representative to ask questions.
- Pay Appeals Committee to ask questions.
- Employee or representative to make closing statement.
- Both parties withdraw to allow Pay Appeals Committee to consider their decision.
- Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.